

## DEPARTMENT OF ADMINISTRATIVE SERVICES

GAVIN NEWSOM MAYOR

Darryl Burton

August 9, 2004

Gloria L. Young Clerk of the Board of Supervisor City & County of San Francisco City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102 DOCUMENTS DEPT

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Re: City Administrator and Department of Administrative Services Annual Sole Source Contracts Report for Fiscal Year 2003/2004.

Dear Ms. Young,

The following information is being provided pursuant to Administrative Code Section 67.24.e.3.iii directing departments to report on their sole source contracts on an annual basis.

The City Administrator and the Department Administrative Services are pleased to list their divisions and programs under their direction, and whether or not they have any sole contracts for FY2003/2004. For those divisions and programs with sole source contracts, detailed information such as vendor name, description of goods or services, begin and end dates, dollar amount contracted and spent, and justification is provided in the attachment.

The sole source contracts listed on in the attachment were approved by and assigned one of following sole source authorities by the Office of Contract Administration:

No Other Source (NOS) where unique commodity or service is known to be available from only one vendor.

Professional Services – No Other Source (PS-NOS) where unique professional service is known to be available from only one vendor.

Administrative Code 21.30 (Admin Code 21.30) where proprietary software or maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements.

Letter to the Clerk of the Board of Supervisor Re: Annual Sole Source Contracts Report, FY2003-2004 August 9, 2004 Page 2

Summary of Sole Source Contracts By Division:

Division Name	Number of Contracts	Contracted <u>Amount</u>	Amount Spent	Details Attached
Animal Care & Control	4	\$137,000	\$128,404	Yes
Central Shops	11	\$630,000	\$435,900	Yes
City Hall, Building Services	1	\$5,859	\$5,589	Yes
City Hall, Events Managem	ent 0			
Consumer Assurance	0			
Convention Facilities	1	\$13,142	\$13,142	Yes
County Clerk	1	\$150,000	\$37,975	Yes
Mayor's Office on Disabilitie	es 1	\$9,350	\$8,600	Yes
Grants for the Arts	. 0			
Information Technology	0			
Labor Standards	0			
Medical Examiner	0			
Neighborhood Beautification	n 0			
OCA, Purchasing/MCO/HC	AO 0			
Real Estate	0			
Reproduction & Mail	4	\$380,442	\$335,901	Yes
Total	23	\$1,325,793	\$965,781	

By submission of the above information the City Administrator's Office and the Department of Administrative Services have completed its annual sole source contract report for FY2003/2004.

Thank you for this opportunity to respond to your request.

Sincerely,

Darryl Burton

Director Department of Administrative Services

copy: Gavin Newsom, Mayor

Ernest Llorente, Deputy City Attorney

Donna Hall, Sunshine Ordinance Task Force

William Lee, City Administrator

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http://www.sfgov.org/site/das\_index.asp "Forms and Documents"

## City Administrator and Department of Administrative Services Sole Source Contracts FY2003/2004 Report

Attachment Page 1 of 2

NOS: Sole authorized dealer in California.	\$31,826 BPPR04000102	\$40,000 \$	07/01/03 06/30/04	ış.	NSTC	Cntrl Shops N S T C
NOS: Sole authorized dealer in California.	\$7,393 BPPR04000098	\$30,000	07/01/03 06/30/04	Boss Aquamiser graffitti remover parts & repair.	N S T C	Cntrl Shops
NOS: Sole authorized dealer in California.		\$60,000	07/01/03 06/30/04	GO-4 traffic enforcement vehicle parts.	Municipal Maintenance Equipt.	Cntrl Shops Municipal Maintena
California.	1	Γ		sweeper parts.	Maintenance Equipt.	
NOS: Sole authorized dealer in	\$48,148 BPPR04000124	\$65,000 \$	07/01/03 06/30/04	Green Machine sidewalk	Municipal	Cntrl Shops
California.				parts.	Maintenance Equipt.	
NOS: Sole authorized dealer in	\$21,309 BPPR04000123	\$50,000 \$	07/01/03 06/30/04	Vac-Con sewage cleaning	Municipal	Cntrl Shops
Northern California.					Vehicle Service Inc.	
NOS: Sole authorized dealer in	\$17,446 BPPR04000165	\$30,000 \$	07/01/03 06/30/04	n LaFrance fire	Hi-Tech Emergency	Cntrl Shops
Northern California					Vehicle Service Inc.	
NOS: Sole authorized dealer in	\$25,746 BPPR04000112	\$50,000 \$	07/01/03 06/30/04	ladder parts	Cntrl Shops Hi-Tech Emergency	Cntrl Shops
Northern California.						
NOS: Sole authorized dealer in	\$31,498 BPPR04000115	\$45,000 \$	07/01/03 06/30/04	TYMCO street sweeping	Cntrl Shops G C S Western Power	Cntrl Shops
Northern California.						
NOS: Sole authorized dealer in	\$5,426 BPPR04000114	\$25,000	07/01/03 06/30/04		Cntrl Shops  G C S Western Power   Case tractor parts	Cntrl Shops
of SPCA to ACC						
discount rate without the need for				for adoption to the public.		
spay/neuter surgeries provided at						
PS-NOS: Non-Profit. Timely	\$43,000 BPAN04000021	\$50,000 \$	07/01/03 06/30/04	Spay/neuter surgery for	Animal Cntrl San Francisco SPCA	Animal Cntrl
applied.						
clinic open 24/7. Discounted rate				animals.		
emergency service veterinary	\$57,000 BPAN04000027	\$07,000	0//01/03 06/30/04	hours for sick and injured	Animal Chiri Pets Unlimited	Animal Chui
ACC veterinarian.		Τ				
researched and required by the		_				
contagious disease control as						
with dense populations for						
innoculations for use in shelters						
vaccinations, other feline						
NOS: Canine/feline rabies	\$7,404 BPAN04000007	\$9,000	07/01/03 06/30/04	vaccinations	Merial, Ltd.	Animal Cntrl Merial, Ltd
removal of animal remains						
\$21,000 BPAN04000006 NOS: Twice weekly pick up and	21,000 BPAN04000006	\$21,000 \$	07/01/03 06/30/04		Animal Critil Koefran Industries, Inc Removal of animal	Animal Cntrl
Justification	Spent   ADPICS Doc No.   Justification	_	Begin End	Service/Item Description	Vendor Name	Division
	Amount	Contract An	Contract Dates:			

## City Administrator and Department of Administrative Services Sole Source Contracts

FY2003/2004 Report

Attachment Page 2 of 2

	reprodivian	Repro&Mail		Repro&Mail		Keprogivian	Penro&Mail						Repro&Mail	Disabilities	Tricy Cr. C	Mayor's			, and .	County Clrk AtPac			Convention				Bldg Svcs	City Hall/		Cntrl Shops P G & E			Cntrl Shops Nixon-Egli	Division	
	reprogramma may-cowes	Pitney-Bowes		Repro&Mail Pitney-Bowes	T della control	Fourinment Inc	International Mailing						HP Indigo America		THE PERSON NAMED IN COLUMN NAM	Katie Morris				AtPac			Virco					ECIFM		PG&E			Nixon-Egli	Vendor Name	
	meters.	Rental of 7 postage	7 postage meters.	Maintenance and repair of 07/01/03 12/31/03	processing equipment.	Intellitouch mail	Maintenance and renair of					high volume color printer.	Maintenance and repair of   07/25/02   06/30/04	summary.		ADA self-evaluation		Illioilliation system.	information system	Clerk-Recorder imaging		racks for folding tables.	Storage and transport			management software.	renewal of building	Annual license & support   07/01/03   06/30/04		Compressed natural gas.   07/01/03   06/30/04	parts.	Loader & Wirtgen grinder	Link Belt crane, PB	Service/Item Description	
	01101100	07/01/03		07/01/03		0770	07/01/02						07/25/02			08/18/03				07/01/02			10/25/03					07/01/03		07/01/03			07/01/03	Contrac Begir	
Totals:	12000	07/01/03 12/31/03		12/31/03		00,0	08/01/03						06/30/04			08/18/03 08/17/04				07/01/02 06/30/05			10/25/03 02/04/04					06/30/04		06/30/04			07/01/03 06/30/04	Contract Dates; Begin End	
\$1,325,793 \$965,781	<b>\$0,000</b>	\$3.500		\$5,700		71-7-C	\$6 242						\$365,000		4 - 4 - 4 - 4	\$9.350				\$150,000			\$13,142					\$5,859		\$185,000			\$50,000	Contract Amount	
\$965,781	1	\$2,007		\$4,995		\$0.1.O	\$6 232						\$322,667		1	\$8.600				\$37.975			\$13,142					\$5,859		\$156,664			\$45,000	Amount Spent	
	!	\$2,007 BPPR04000146		\$4,995 BPPR04000145			\$6 232 BPPR03000187						\$322,667 BPPR03000188			\$8,600 BPAD04000013				\$37,975 BPAD03000018			\$13,142 POCF04000023					\$5,859 POAD04000209		\$156,664 BPPR04000051			\$45,000 BPPR04000121	ADPICS Doc No. Justification	
	proprietary postage meters.	NOS: Sole distributor off	proprietary postage meters.	NOS: Sole distributor of	equipment.	proprietary mail processing	NOS: Maintenance and repair of	of paper printed.	additional charge for every sheet	charge is \$4250 per month plus	high volume color printer. Base	the maintenance and repair of	NOS: Only authorized vendor for	experience with uata collected.	owner with Jote collected	PS-NOS: Contractor has previous	as lieeded lie collection.	on product flo conversion	prietary software license sup-port	Admin Code 21.30: Annual pro-	previously purchased.	use with Virco folding tables	NOS: Racks made specifically for	workorders.	manage scheduled & as-needed	Management to create and	software used by City Hall Building	Admin Code 21.30: Proprietary	Northern California	NOS: Only bulk CNG provider in		Northern California.	NOS: Sole authorized dealer in	Justification	



## DEPARTMENT OF ADMINISTRATIVE SERVICES

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GAVIN NEWSOM

Darryl Burton DIRECTOR

July 11, 2005

Gloria L. Young, Clerk of the Board City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102

Re: Annual Sole Source Contracts Report for Fiscal Year 2004/2005.

Dear Ms. Young:

Attached is a report of sole source contracts for departments/divisions under the City Administrator and Administrative Services for FY 04-05. Sole source authorities as assigned by Purchasing are:

No Other Source (NOS) where unique commodity or service is known to be available from only one vendor.

Professional Services – No Other Source (PS-NOS) where unique professional service is known to be available from only one vendor.

Administrative Code 21.30 (Admin Code 21.30) where proprietary software or maintenance of equipment by a particular vendor is required to preserve a warranty, software support and equipment maintenance agreements.

The attached report provides detailed information such as vendor name, description of goods or services, begin and end dates, dollar amount contracted and spent, and justification. Please let me know if there are any questions.

Sincerely,

Ara Minasian Deputy Director

copy: Mayor's Budget Office, Controller, Sunshine Ordinance Task Force, Naomi Little, Steve Legnitto,

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7/11/2005

		Service/Item				Spent as of	14	100
Division	Vendor Name	Description	Contra	Contract Dates; Begin End	Amount	05/31/05	05/31/05 ADPICS Doc No. Justification	Admin Octobro 1900 Marilli construction
Central	Mapcon	Vehicle maintenance 07/01/04	07/01/04	05/31/07	\$13,742	191,6\$	\$9,161 BPPH0500006/	Admin Code 21.30: Multi year Support, up- oracles and fixes for proprietary software used
Scholo	securionolies	application software						to manage vehicle/equipment preventa-tive
								maintenance and as-needed repairs including labor, parts and material costs.
Central	Mapcon	Vehicle maintenance 05/03/05	05/03/05	90/06/90	\$9,285	\$0	POPR05001412	\$0 POPR05001412 Admin Code 21.30: Custom programming of
Shops	Technologies	management						proprietary software to integrate custom
		application software						window changes with updated and newly
								installed versions of the software.
Central	Trak Engineering Automated fuel	Automated fuel	04/01/05	90/06/90	\$30,733		\$0 POPR05001254	NOS: Upgrade the current Trak automated
Shops		dispensing tracking						tuel dispensing tracking system to its newer
		system						version unitaring radio inequency rectionagy and eliminating the use of the less efficient fuel
								key reader method.
Convention	San Francisco	Marketing service	07/01/04	90/08/90	\$7,320,578	\$5,821,190	06/30/05 \$7,320,578 \$5,821,190 POCF04000023	PS-NOS: Solicit, arrange & service convent-
Facilities	Conventon &							ions, and publicize San Francisco to attract
	Visitors Bureau							conventions and visitors, especially to the
								Moscone Center and Bill Graham Auditor-ium
								San Francisco Business & Tax Regu-lation
								Code, Article 7, Section 515.01(b)(2).
County	AtPac	County Clerk	07/01/02	90/06/90	\$150,000		\$54,250 BPAD03000018	Admin Code 21.30: Multi year proprietary
Clerk		imaging information						software license, support & as needed file
		system				١		conversion.
Medical	Dade Behring Inc	related	08/25/04	50/06/90	\$30,000		BPCM05000010	\$12,327 BPCM05000010 NOS: Proprietary assay kits and related
Examiner		products for						products for the Emit analyzer to test for the
		chemical analyzer						presence of amphetamine, methamphe-
								tamine, bariturate, benzodiazephine,
								canabinoiod, cocaine, opiate, PCP,
Real Estate	Black Bear	(Security Guard				\$45,700	PORE	
	(Security)	Services,	11/1/96		Base			Waiting to issue mgmt. RFP prior to contract.
	25 Van Ness	Bldg./Property)		(Currently Mo. to Mo.)	Contract			
			5/1/02		Amt.			Waiting to issue mgmt. RFP prior to contract.
	30 Van Ness		. !	(Currently Mo. to Mo.)				
	875 Stoyonson		2/1/03	No ending date stated	Contract			Waiting to issue mgmt. RFP prior to contract.
Dool Pototo	Close A Domo	( longitude   Condess			100	000	2000	
Deal Estate	Maintenance	(Jaimoriai Services)	11/1/00	10/31/04	Base	000,000	Ę	Contract assumed when building was
	Services Inc.			Mo.)				purchased on 10/4/01.
	30 Van Ness		8/19/99		Amt			Waiting to issue mgmt. RFP prior to contract.
				(Currently Mo. to Mo.) \$42,564.60	\$42,564.60			
Real Estate	Convenient	(Parking Garage	9	9	:	\$41,600	PORE	1000
	Parking 1660 Mission St.	Management Services)	4/1/94	(Currently Mo. to Mo.) Fee -	Base Mgmt			New contract to start Oct. 2005.
				Controlled by the second	- 00			

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17/197   Currently Mo. to Mo.   Contract     10/1/00			Service/Item			Contract	Contract Spent as of		
Security Guard   Security Se		Vendor Name	Description	Contra	ct Dates; Begin End	Amount	05/31/05	ADPICS Doc No.	Justification
Services	te	McCoy's Patrol	(Security Guard				\$24,000	PORE	
Mission St.   Bidg,Propenty   Courrently Mo. to Mo.   Contract		Service	Services,	1/1/97	12/31/98	Base			Waiting to issue mgmt. RFP prior to contract.
Mean Place   Maint Place   M		1660 Mission St.	Bldg./Property)		(Currently Mo. to Mo.)	Contract			
Conditioning Sys & 10/1/00   Courrently Mo. 10 Mo	ate	Oak Mechanical	(Maint/Repair, Air				\$52,000	PORE	
Second   Correct   Correct   Correct   Correct		lnc.	Conditioning Sys &	10/1/00		Base			Contract assumed when building was
Sulla Air   (Main/Repair, Air   Main/Repair, Air		30 Van Ness	Eqpt)		(Currently Mo. to Mo.)	Contract			purchased on 10/4/01.
Conditioning Sys & 1024/91   Currently Mo. 10 Mo. Base	tate	Peninsula Air	(Maint/Repair, Air				\$164,200	PORE	
Contract		Conditioning	Conditioning Sys &	10/24/91	Currently Mo. to Mo.	Base			Waiting to issue mgmt. RFP prior to contract.
41/104   Currently Mo. 10 Mo.   Amt.		25 Van Ness	Eqpt)			Contract			
101/01   Currently Mo. to Mo. mo.   \$1,031.96/				4/1/04	Currently Mo. to Mo.	Amt.			Waiting to issue mgmt. RFP prior to contract.
101/101   Currently Mo. to Mo.   Contract Mission St.   101/101   Currently Mo. to Mo.   Contract Mission St.   101/101   Currently Mo. to Mo.   Contract Ann.		875 Stevenson				\$1,031.96/			
Hist.  Mission St.  Howell  Maintenance/repair  Howell  Maintenance/repair  Mission St.  Howell  Maintenance/repair  Mission St.  Message  Mission St.  Message  Mission St.  Message  Mission Mission Mission  Mi				10/1/01		mo.			Waiting to issue mgmt. RFP prior to contract.
Mission St.   81/102   Currently Mo. to Mo. Contract Howell Maintenance/repair 07/01/04   06/30/09 \$486.250   Contract Howell Maintenance/repair 07/01/04   06/30/09 \$486.250   Contract Compass of Jelseiar mail Compass   Contract Contract Compass   Contract Contract Contract Contract Contract Contract Contract Contract Contract Contr		555-7th St.				(Current			
Missolon St.  Howell Maintenance/repair 07/01/04 06/30/09 \$486,250 processing equ.  Supplies for Xerox 07/01/04 08/01/05 \$48,000 processing equ.  Supplies for Xerox 07/01/04 08/01/05 \$48,000 processing equ.  Supplies for Xerox 07/01/04 08/01/05 \$26,000 prices A for Xerox 07/01/04 processing equ.				8/1/02		Contract			Waiting to issue mgmt. RFP prior to contract.
Howell Maintenance/repair 07/01/04 06/30/09 \$486,250 of Maistar Compass of Jedstar, Compass processing ago,: Supplies for Xerox 07/01/04 08/01/05 \$48,000 of Maintenance/repair 07/01/04 08/01/05 \$250,000 for Xerox of Xerox 07/01/04 08/01/05 \$250,000 for Xerox 07/01/04 08/01/01/04 08/01/05 \$250,000 for Xerox 07/01/04 08/01/01/04 08/01/01/04 08/01/01/04 08/01/01/04 08/01/01/04 08/01/01/01/01/01/01/01/01/01/01/01/01/01/		1660 Mission St.				Amt			
Message of Jelstath Compass chnology & Malistar mail processing eqpt. Supplies for Aerox Doculech 6156 & 18 Bell 80 2019 18 Malifican contact 18 18 0 2019 1	rction	Bell & Howell		07/01/04	60/02/90		\$91,029	BPPR05000145	\$91,029 BPPR05000145 NOS: Multi year preventative maintenance
chnology & Malistar mail processing eqpt. Supplies for Xerox 07/01/04 08/01/05 \$48,000 Doutleet 6 155 & 6 180 copiers Maintenance/repair 07/01/04 08/01/05 \$250,000 \$6 17 Xerox		Mail & Messag-	of Jetstar, Compass						and as-needed repairs agreement with
Dirocessing appl.   Supplies for Xerox   O7/01/04   O8/01/05 \$48,000		ing Technology	& Mailstar mail						original equipment manufacturer.
Supplies for Xerox 07/01/04 08/01/05 \$48,000   Docuber 1515 &			processing eqpt.						
Docutech 6155 &     6180 copted   6150 copted     Maintenance/repair   07/01/04   08/01/05 \$250,000     of Xenz Docutech   6150 continue     of Set 8 6140 continue	nction	Xerox	Supplies for Xerox	07/01/04	08/01/02		\$38,945	BPPR05000127	\$38,945 BPPR05000127 NOS: Toner, developer, fuser oil and related
6180 copiers  Maintenance/repair 07/01/04 08/01/05 \$250,000 of Xerox Doutledh			Docutech 6155 &						supplies from original equipment
Maintenance/repair 07/01/04 08/01/05 \$250,000 of Xerox Doculed An Art R.			6180 copiers						manufacturer to maintain warranties.
of Xerox Docutech	ction	Xerox	Maintenance/repair	07/01/04	08/01/05		\$249,995	BPPR05000149	\$249,995 BPPR05000149 NOS: Preventative maintenance and as-
8455 8 6180 conjore			of Xerox Docutech						needed repairs agreement with original
			6155 & 6180 copiers						equipment manufacturer.





